

Appendix G – Election Committee Procedures

The Election Committee is composed of a Chair, appointed by the President of the Board. The Chair shall choose three (3) or more members, approved by the President, to assist in the voting process. Committee members shall each agree to confidentiality for all Committee activities/function until the results are announced by the Board.

Not less than 14 days nor more than 50 days before the date of the meeting each member, including all delinquent payment members, of AGYC shall be mailed a notice of annual general membership meeting where voting is to take place.

The Business Office shall provide the Committee with an alphabetical list of current members in good standing. A ballot containing all pertinent issues and/or candidates for Board positions shall be included with the mailing. Members with more than one lot shall receive a packet/ballot for each lot. (Exception, members with more than three (3) lots shall receive a single packet containing a ballot for each lot.) Notice shall be sent to each member stating that votes shall not be counted if the member has delinquencies in payments.

The Notice to membership prior to the vote shall include an approximate number of votes required to reject the budget. The required number to reject the budget is based on actual figures as of the date of the vote. This number is computed as follows:

Total number of AGYC lots
LESS Non-voted Developer lots
LESS Delinquent Account lots
LESS AGYC owned lots
= Total eligible votes
X 50% plus 1
= Number of votes needed to reject the budget

When the return envelopes are received in the Business Office, they shall be delivered, unopened, to the Committee. The Committee shall collect return envelopes on a timely basis. The signature on the back of the envelope shall be validated against the list of members. The Committee shall open the envelope to ensure the privacy envelope is enclosed and to make sure there are no payments or written communications for the Business Office. The privacy envelopes shall remain in the return envelope. The member's account shall be circled/highlighted to indicate the ballot has been returned. Any discrepancies shall be corrected during validation of returned envelopes. The returned envelopes shall be filed in alphabetical order. Using the list, periodically count the number of members who returned ballots and report to the Business Office. This information is needed by the Board to see if a quorum is within reach.

Ballots not properly submitted will not be counted.

ONE WEEK PRIOR TO GENERAL MEETING:

Prior to the General meeting, the Committee Chair shall call a meeting(s) of Election Committee members to remove the privacy envelopes from the return envelopes. The privacy envelopes shall be opened and tallied. (Two (2) Committee members are required to be present whenever privacy envelopes are opened.)

If an insufficient number of candidates receive majority vote or there is a tie between the candidates, the Committee shall mail a new ballot, naming the candidates, and a privacy envelope for each lot to all eligible members. This mailing shall be done within three (3) business days following the annual meeting. The same validation process shall apply. To be valid and counted, all ballots shall be received at the Business Office by the end of business on the third Friday following the annual meeting.

All counted ballots, exceptions and tally sheets shall be turned into the Business Office in a sealed box labeled with the year. Election results shall be retained for three (3) years.